# Introducing the DS-160 U.S. Visa Application Form

(CEAC)

 Consular Electronic Application Center (CEAC)

http://travel.state.gov/visa/frvi/forms/forms\_1342.html https://ceac.state.gov/genniv/

U.S. INTEREST SECTION HAVANA, CUBA

### Background

- New online DS-160 nonimmigrant visa (NIV) application form
- Replaces the following forms:
- DS-156 "Nonimmigrant Visa Application"
- DS-157 "Supplemental Nonimmigrant Visa Application"
- DS-158 "Contact Information and Work History for Nonimmigrant Visa Applicant"
- Mandatory for new applications as for May 31st, 2010

#### Advantages to Applicants

- One form instead of three
- Completely online nothing to fill out by hand
- Family and group feature no need to fill in identical data more than once
- Save feature don't need to complete all at once
- Frequent applicants can save application for reuse
- Print only a single confirmation page

### **Application Process**

#### Make Appointment

- At Call Center in Mexico
- Referrals
- Diplomats and Employees
- Officials cases MINREX

#### Complete Form

•Online at https://ceac.state.gov/genniv/

Only the application form has changed – Other parts of the process remain the same

#### Pay Fee

•At Consular Section

#### Interview

- At Embassy
- Fingerprint

#### Pick Up Visa

• Day when notified

# INFORMATION TO BE PUT TOGETHER BEFORE COMPLETING THE FORM

Address where you will stay in the U.S.:

Phone number(s):

Present Work/Education/Training Primary Occupation:

Previous Work/Education/Training (Starting date and End date)

Additional Work/Education/Training (Dates)

Declare the countries to where applicant has traveled the last five years.

#### FAMILY

- Father's and mother's and spouse's Surnames and Given names:
- Date(s) of Birth:
- Address where you the applicant will stay in the U.S.:
- -Phone number(s):

#### **US CONTACT**

-Contact Address, Phone Number and Email Address:

#### PREVIOUS US TRAVEL

- -Previous travel dates of arrival in the US
- -Declare if you have visited other countries and the dates

#### Step 1 – Accessing the Application

- Go to <a href="https://ceac.state.gov/genniv">https://ceac.state.gov/genniv</a>
- Read the instructions and press "Start Application"
- AT THE TOP RIGHT CORNER OF THE PAGE YOU MAY CHOOSE THE LANGUAGE THAT YOU WILL USE.



#### <u>Step 2</u> – Choose the Embassy

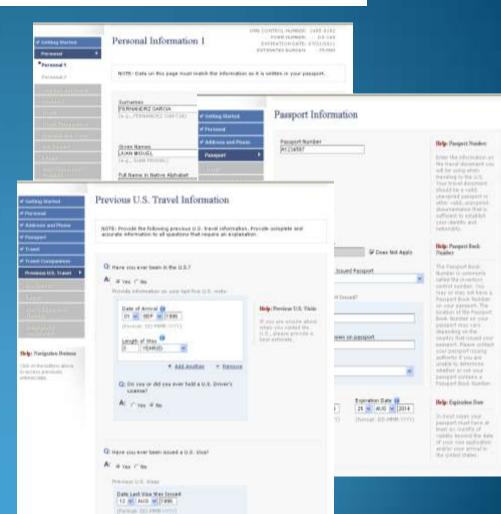
- Choose the Embassy or Consulate where you will apply
- For Havana applications upload photo is disabled. All applicants should bring their photos to their appointments.

IF THE CHOSEN SELECTION IS WRONG, THE INFORMATION IN THE DS-160 WILL BE SENT TO A DIFFERENT DATABASE.



# Step 3 – Fill In The Form

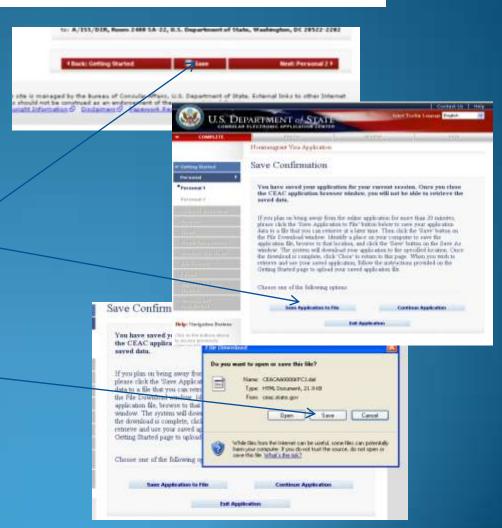
- Complete all questions carefully and accurately
- Inserting wrong
   information or leaving
   required items blank will
   only delay your application

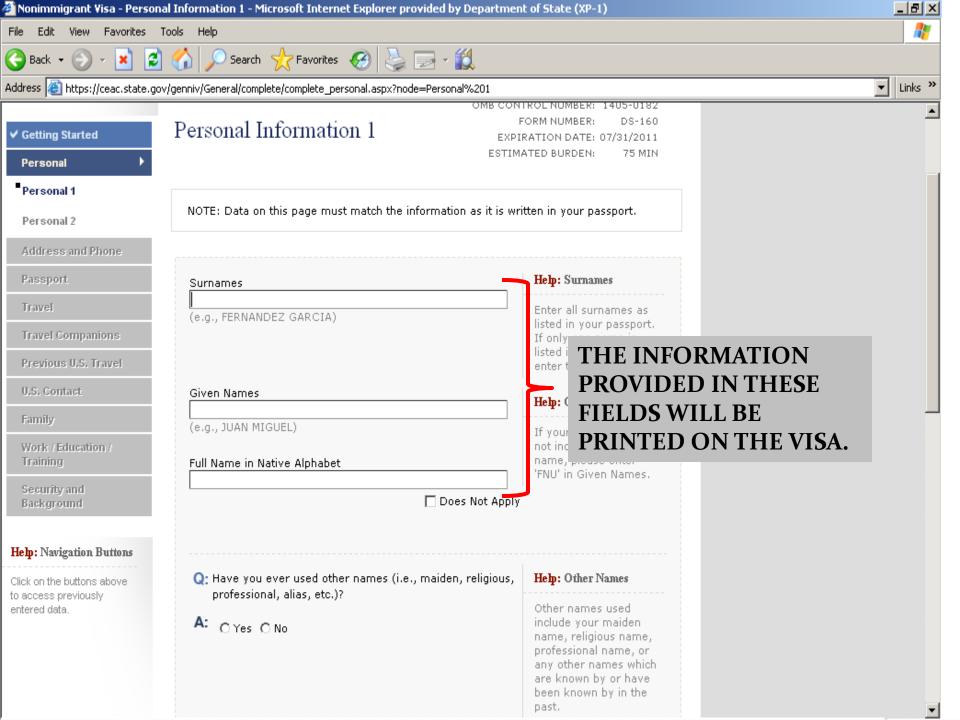


Vina Mareline

#### Saving an Application

- If you can't finish in one sitting, you can save the application to your hard drive and continue later
- Press "Save" at the bottom of any data entry page
- Press "Save Application to File"
- Press "Save" and navigate to the place you want to save your application
- Save your work often because the form will timeout (close) approximately every 20 minutes.





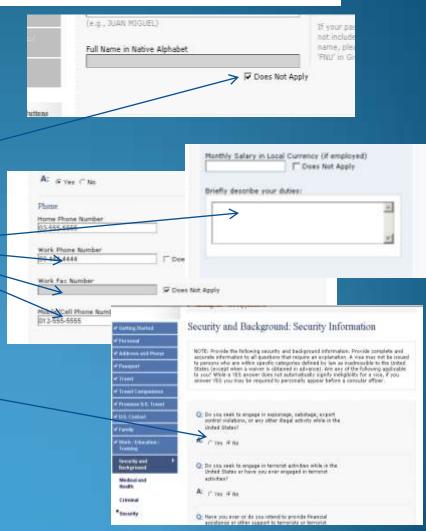
# Retrieving a Saved Application

- Browse to a saved application file
- Press "Upload Data"



#### <u>Tips</u>

- If a question doesn't apply to you, you must check the "Does Not Apply" box
- Answer fully and include as much detail as you can
- Be especially careful with the yes/no questions near the end misrepresenting the facts can make you ineligible to receive a visa ever



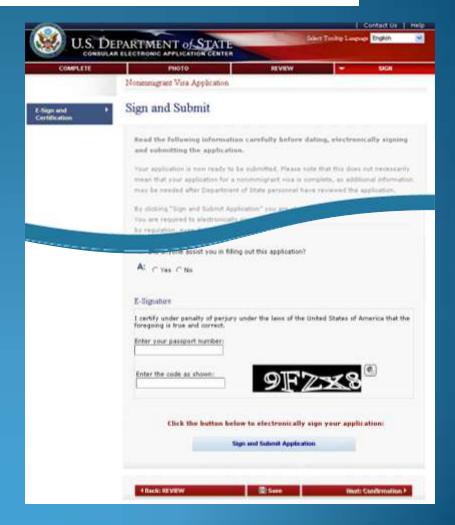
# <u>Step 4</u> – Reviewing Your Application

- You have an opportunity to review and edit all your answers before submitting your application
- Check carefully that everything is correct – it's impossible to make changes later



# <u>Step 5</u> – Submitting Your Application

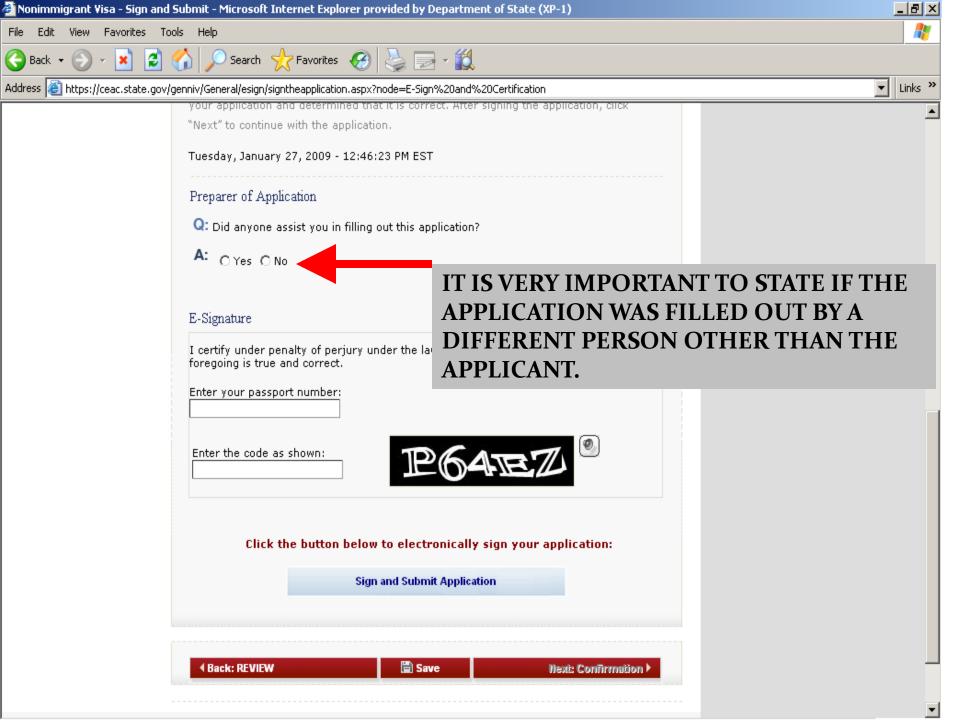
- Once you submit your application, you can't change it
- Pressing "Sign and Submit Application" constitutes your electronic signature, certifying that all the answers on the application are true



#### <u>Step 6</u> – Printing Your Confirmation Page

- Print the confirmation page
- You only need to bring the printed confirmation sheet to the interview
- You can print the entire application for your own records if you wish
- You can e-mail the confirmation to someone else (e.g., if you are completing the application for another person)





#### Step 7 – Printing Your Confirmation Letter (cont)

- This is what the confirmation page looks like if your photo was not uploaded
- You will need to bring a photo with you to the interview



FOR GROUPS OF APPLICANTS (DELEGATIONS, MUSIC BANDS, SPORT TEAMS, ETC.)

ONCE YOU HAVE SUBMITTED THE APPLICATION THE "THANK YOU" PAGE WILL SHOW ON YOUR SCREEN AND YOU WILL BE ABLE TO SEE THE OPTION OF CREATING A FAMILY OR GROUPS OF APPLICANTS.

#### Reminder

The DS-160 replaces only the application forms. Other items are still required

- Students: I-20
- For main investors. They should complete the DS-156E that will be the DS-161
- Exchange Visitors: DS-2019
- For artists, musicians: I-797B (Approved by the Department of Home Security ) DHS
- Diplomats and Officials: Diplomatic Note
- Letters of invitations from the sponsors of the events in the United States.

  (Physical addresses and phone numbers)



And most applicants still need evidence of ties to their place of residence.

#### **Tips**

#### Save often.

Save your work. Once you start the online form, save your work often because the form will time-out (close) approximately every 20 minutes. Save it to your computer, where you can retrieve it. The form can take as long as 90 minutes to complete.

- Be thorough and specific.
- Only use "do not know" or "does not apply", if true. Use explanation fields as appropriate.
- Be honest; ask applicant more questions if needed.
- Ensure photo meets quality standards (50X50 mm, facing the camera and with the white background. The photo should not be older than six months).
- Confirmation page should have a clearly printed bar code.
- Advise applicants to bring old passports to the interview.